

DD/A Registry
File Security 2

76/1170

15 MAR 1976

Mr. Robert W. Wells
Executive Director
Interagency Classification Review Committee
National Archives Building
Seventh Street & Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Mr. Wells:

It is my understanding that the ICRC is considering standardization for government usage of thirteen forms for handling classified materials. I applaud the goals of reducing government paperwork, but standardizing forms for use by agencies whose missions, requirements, procedures and classified inventories are so divergent seems impractical. Our position is that some of these forms are inappropriate for use by CIA or other agencies which have large volumes of classified material. In addition, many of CIA's information systems are automated and to institute the use of your forms would necessitate double work.

Attached is a detailed listing of the proposed forms, our reservations on them and recommendations for their use.

Sincerely,

Signed: John F. Blake

John F. Blake
Chairman
Information Review Committee

ISAS;EL:dr (9Mar76)

Distribution:

Original - Addressee w/att
1 - OGC w/att
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✓ 2 - DDA

SF 182 Top Secret Access Record: Attached to all Top Secret documents and used to record identifying data of the documents and each person who has read it.

SF 204 Top Secret Cover Sheet: Attached to Top Secret documents when out of the file.

Agency Form 26, Top Secret Control and Cover Sheet, is used for the same purposes as the two proposed forms. Our form provides space for downgrading, destruction or outside Agency transmittal information. CIA urges the proposed two forms be made optional. Our Top Secret inventory is automated and the proposed forms are incompatible with our system. In addition, the Form 26 serves five purposes and replaces two proposed forms.

SF 188 National Security Classified Document Accountability Record: Used to control classified documents by document data, suspense date, office routing and copy reproductions.

Agency Forms 238 (6 part) and 717a (8 part) control document dissemination by the same data as the proposed form. The Agency forms are handy 3x5 NCR packets which mail clerks use to maintain suspense files of documents and replies. Our forms eliminate the need for each addressee to prepare a new abstract or suspense card for a document passing through an office. This method saves valuable employee and document transmittal time. We urge the proposed form be made optional.

SF 190 Secret Cover Sheet: Used to protect document while out of the file.

SF 191 Confidential Sheet: Used to protect document while out of the file.

Agency Form 610, Routing and Record Sheet. Although not originally designed as a cover sheet, this form does double duty by protecting the document and providing spaces for routine information. The form is used for both Secret

and Confidential material, thereby eliminating extra paperwork. Boxes are provided on the form so that appropriate classification information can be marked. We urge the proposed two forms be made optional, but for those agencies which do not handle classified material frequently the cover sheets might be useful.

SF 192

Visitor Register: Lists all individuals who visit facilities handling classified material or information.

Agency Form 604a, Official Pass, is prepared in duplicate and one copy given to the interviewer (escort). If a visitor must see another person in the building, this interviewer signs the form so that a complete record of a visitor's stops can be traced when the form is returned on departure. The proposed form does not allow for this. We urge the proposed form be made optional.

SF 193

Authorization for Reproduction and Dissemination of Classified Material: Used to record approval to reproduce copies of classified materials.

STATINTL

CIA has no similar form. The decision to reproduce classified material is left with the individual manager and copies are made only with his/her approval. Reproduction of Top Secret documents is prohibited and CIA implementing EO 11652 states the restraints to be exercised in the reproduction of any classified material. Standardization of this form seems wasteful and unnecessary; we strongly urge this form be made optional.

SF 199

Receipt for National Security Classified Documents Released to Accredited Representatives of Foreign Nations.

CIA does not use such a form. Classified documents passed to foreign governments usually are done so in confidence. Foreign governments might construe the use of this form as a violation of such confidences. CIA urges this form be made optional.

- SF 204 Top Secret Cover Sheet.
- See our comments for proposed SF 182.
- SF 205 Authorization for Access to Classified National Security Information and/or Material: Authorizes an individual access to national security information for a specific project and also serves as a security acknowledgement.
- Because the Director of Central Intelligence has the statutory obligation to protect intelligence sources and methods our security clearance forms, secrecy agreements and briefing/debriefing statements are unique. For other government agencies the proposed form might be useful. CIA urges this form be made optional.
- SF 206 Request for or Notice of Change of Classification of National Security Information or Material: Used to request an agency to review documents for downgrading or to notify an agency of the downgrading action by the originator of classified documents.
- CIA presently uses a memorandum to the appropriate agency to request that agency to review its documents in connection with a public request. We also use a memorandum to notify agencies of our own declassification actions. These actions are generally done on a large scale in connection with our declassification program. The proposed form would not be adequate for the purpose. We urge the proposed form be made optional.
- (This form should be reviewed to comply with EO 11652 and to remove the notation "Group Markings" in several places on the form.)
- SF 216 National Security Classified Document Destruction Certificate: Used as a record and certificate of proper destruction of national security information.
- CIA uses several different forms to record destruction of national security information depending on the classification level and the media of the records. Form 26, as mentioned previously, contains space for recording

destruction of Top Secret information; Form 3647, "Certificate of Destruction of Material," is used for destruction of national security information held in special channels; Form 140, "Records Retirement Request," has space for accounting for destruction of records per GSA/NARS approved disposal schedules; Form 3536 is used to log distribution and ultimate destruction of national security information held in microform. We prefer an optional form because of the different media of our records, the automation of our Top Secret inventory and special internal security restrictions on sensitive classified materials. We urge this form be made optional.

SF 229

Security Container Information: Used to identify safe custodian.

Part 1 of this 3-part form contains name, address and home phone number of the safe custodian; this is attached to the outside of the container. Part 2 contains the combination which is placed inside the envelope, Part 3, and stored elsewhere.

Our safe combination information is automated and the Office of Security uses special computer-generated forms. No custodian information is displayed on the outside of the security container. CIA urges an optional form. If such a form is made mandatory for other agencies, we suggest that in the interests of privacy, the system be redesigned so that personal information is not displayed and so easily accessible on the container.

SF 241

Open/Locked Reversible Container Sign: Used on all containers of classified information.

The Agency used these open/locked signs for many years. Recently we began using magnetized signs which can be used on vault doors where the cardboard forms cannot. The cards rapidly wear out and need to be replaced frequently; the magnetized signs last indefinitely thus providing a long-run cost savings. CIA prefers an optional form, but if this form is

standardized, we will continue to use the magnetized signs on vault doors and other containers on which the proposed form cannot be attached.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED			
CONFIDENTIAL			
SECRET			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	ADD/A		
2	DPA		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
ATT: DDA 76-1170			
Remarks: <p>John: You asked that OS review this!</p> <p>The paper uses the Security info.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			12 MAR 1976
	UNCL	CONFIDENTIAL	SECRET

STATINTL